SHARP ENTRY GUIDE

Type of Entry	SHARP Location	Data Entry
Additional Pay	Payroll for N. America, Employee Pay Data USA, Create Additional Pay	Agency
Arrearage		
Check Arrearage Bal	Payroll for North America>Periodic Payroll Events USA.>Balance Reviews> Arrears	Agency
Maximum Arrs Paybacks	Payroll for North America>EE Pay Data USA>Deductions>Override General Deductions	Agency
Adjust Arrears Balance	Payroll for North America>EE Pay Data USA>Balance Adjustments>Arrears	A & R
Enter Personal Reimb.	Time and Leave>Maintain Employee Timesheet	Agency
Court Ordered Withholdings		
Set Up Receipt	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	A & R
Set Up Deduction	Same as above	A & R
Set Up Specifications	Same as above	A & R
Deferred Compensation	Benefits>Enroll in Benefits>Savings Plans	ING
Direct Deposit	Payroll for North America>Employee Pay Data USA>Request Direct Deposit	Agency
Group Health Insurance		
Set Up Dependent/Ben	Benefits>Enroll in Benefits>Assign to Benefit Program	DPS
Set Up Deduction	Benefits>Enroll in Benefits>Assign to Benefit Program	DPS
Flex Spending Accounts	Benefits>Enroll in Benefits>USA-FSA Benefits	DPS
Fringe Benefit Income	Payroll for North America>EE Pay Data USA>Create Additional Pay	Agency
KPERS		
Retirement		
Non-Legislators	Benefits>Enroll in Benefits>Retirement Plans	Agency
Legislators	Benefits>Enroll in Benefits>Savings Plans	Agency
Group Term Life		
Non-Legislators	Benefits>Enroll in Benefits>Retirement Plans	Agency
Legislators	Benefits>Enroll in Benefits>Life & AD/D Benefits	Agency
Buybacks		
Non-Legislators	Benefits>Enroll in Benefits>Savings Plans	KPERS
Legislators	Benefits>Enroll in Benefits>Life and AD/D Benefits	KPERS
Prior Years Service	Benefits>Enroll in Benefits>Retirement Plans	Agency
Learning Quest	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Agency
Long Term Care	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	DPS
Longevity Bonus		
Enter Employee Review	Set Up HRMS>Product Related>Workforce Development> Employee Review	Agency
Approve Bonus	Main Menu>Compensation>Maintain Longevity Bonus	Agency

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Type of Entry	SHARP Location	Data Entry
Maintenance	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Agency
Medicare	Workforce Administration>Job Information>Job Data (Payroll Tab)	Agency
OASDI	Workforce Administration>Job Information>Job Data (Payroll Tab)	Agency
Optional Group Life	Enroll in Benefits>Life and AD/D Benefits	KPERS
Organization Dues	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Agency
Parking	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	DFM
Paycheck Reprint	Payroll for North America>Payroll Processing USA> Reprint Paychecks	Agency
Paycheck Reversal	Payroll for North America>Payroll Processing USA>Reverse/Adjust Paychecks	Agency

Paycheck Adjustment		
- Non Pay Affecting Time and Leave Adjustment		
	Time and Leave>Adjust Employee Timesheet	Agency
- Pay Affecting T & L Adjustment,/Benefit Adjustment		
Request Adjustment	Payroll for N. America>Payroll Processing USA>Reverse/Adjust Paychecks	Agency
Make Adjustment	Time and Leave>Adjust Employee Timesheet	Agency
- Earnings Adjustment Due to Pay Rate Change		
	Time and Leave >Maintain Employee Timesheet	Agency

Set Up Position Funding		
Add Position Pool ID	Set Up HRMS>Product Related>Commitment Accounting>Budget Information> Position Pool Table	Agency
Add Combination Code	Set Up HRMS>Product Related>Commitment Accounting>Combination Code Table	Agency
Assgn Pos Pool to Erng /Deductions/Taxes	Set Up HRMS>Product Related>Commitment Accounting>Budget Information> >Dept Budget Table USA	Agency
Link Position to Pool ID	Organizational Development>Position Management>Maintain Positions/Budgets> Add/Update Position Info (Education and Government)	Agency

Educational Institutions Retirement		
Tax Sheltered Annuity	Benefits>Enroll in Benefits>Retirement Plans	Agency
Voluntary Tax Shelter	Benefits>Enroll in Benefits>Savings Plans	Agency

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Type of Entry	SHARP Location	Data Entry
Savings Bonds		
Set UpDependent/Ben	Benefits>Employee/Dependent Information>Update Dependent/Beneficiary	Agency
Set Up Deduction	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Agency
Set Up Bond	Payroll for North America>Employee Pay Data USA>Deductions> Purchase U.S. Savings Bonds	Agency

Type of Entry	SHARP Location	Data Entry
St. Leave Pymnt Assmnt	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	System

Type of Entry	SHARP Location	Data Entry
Step Increase		
Enter Employee Review	Workforce Administration> Maintain Employee Review	Agency
Approve Increase	Workforce Administration>Job Information>Pay Rate Change	Agency

Type of Entry	SHARP Location	Data Entry
Supplemental		
No Original Paycheck		
- No Timesheet Created	Time and Leave>Maintain Employee Timesheet (Add a New Timesheet)	Agency
	AND	
	Time and Leave>Create Employee Supplemental	Agency
- Timesheet Created	Time and Leave >Create Employee Supplemental	Agency
Orig. Paycheck Reversed	Time and Leave>Create Employee Supplemental	Agency
	AND	
	Payroll for N. America>Payroll Processing USA>Reverse/Adjust Paychecks	Agency

Type of Entry	SHARP Location	Data Entry
Taxes		
Federal Tax/Arbitry/EIC	Payroll for North America>Employee Pay Data USA>Tax Information> Update Employee Tax Data	Agency
State Tax/Arbitrary	Payroll for North America>Employee Pay Data USA>Tax Information> Update Employee Tax Data	Agency
Local Tax	Payroll for North America>Employee Pay Data USA>Tax Information> Update Employee Tax Data	Agency
Tax Distribution	Payroll for North America>Employee Pay Data USA>Tax Information> Update Tax Distribution	System

Type of Entry	SHARP Location	Data Entry
Unempl Comp Insurance	Payroll for North America>Employee Pay Data USA>Tax Information> Update Employee Tax Data	Agency

Type of Entry	SHARP Location	Data Entry
United Way	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Agency

Type of Entry	SHARP Location	Data Entry
Workers Compensation	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	System

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